

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: NOVEMBER 7, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER
KENNY
SOKOL
MERLINO
TAYLOR
STRAINER
DICKINSON
MASON

OTHERS PRESENT:

PAUL DUSEK, COUNTY ADMINISTRATOR
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS BENTLEY
FRASIER
LOEB
THOMAS
WOOD
KATHY BARRIE, PERSONNEL OFFICER
MIKE SWAN, COUNTY TREASURER
BUD YORK, WARREN COUNTY SHERIFF
JOHN STROUGH, TOWN OF QUEENSBURY COUNCILMAN
DON LEHMAN, *THE POST STAR*
NICOLE LIVINGSTON, SECOND DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR GIRARD

Mr. Conover called the meeting of the Personnel Committee to order at 9:00 a.m.

Motion was made by Mr. Kenny, seconded by Mr. Dickinson and carried unanimously to approve the minutes from the prior Committee meetings, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to the Committee members and a copy is also on file with the minutes.

Commencing the agenda review with the Action Agenda section, Mr. Conover noted that items 1A and 1B consisted of requests from the Civil Service/Personnel Office. Item 1A, he explained, was a request to authorize the Chairman of the Board to execute contract extensions with MVP for the Medicare Gold Anywhere plan and Blue Cross Blue Shield for the Forever Blue Medicare PPO In-Area and Out-of-Area plans to provide continued health insurance coverage for eligible retirees for the term commencing January 1, 2013 and terminating December 31, 2013.

Motion was made by Mr. Dickinson and seconded by Mr. Sokol to approve the request.

In response to a question posed by Mr. Conover, Paul Dusek, County Administrator, noted that the plans being extended were part of the standard coverage options offered to retired employees. Mr. Merlino asked if the rates for the coverage had increased and Mr. Dusek replied in the negative, advising that the rates for the retiree programs had actually decreased.

There being no further discussion on the matter, Mr. Conover called the question and the aforementioned motion was carried unanimously, thereby authorizing the necessary resolution for the November 16th Board meeting.

Mr. Conover advised Item 1B was a request to authorize the Chairman of the Board to execute contract extensions with Blue Shield of Northeastern NY, NYSHIP (New York State Health Insurance Program) and Delta Dental to

provide continued health and dental insurance coverage for certain County officers and employees for the term commencing December 1, 2012 and terminating November 30, 2013. Mr. Dusek clarified that these plans represented the standard health insurance coverage options offered to all active County employees and he advised that the associated insurance rates for 2013 had increased by about \$1 million.

Motion was made by Mr. Strainer, seconded by Mr. Taylor and carried unanimously to approve the above referenced request and the necessary resolution was authorized for the November 16th Board meeting.

Continuing with the agenda review, Mr. Conover noted that Items 2 and 3 consisted of requests to fill vacant positions. He said Item 2 was a referral from the Human Services Committee, Office for the Aging, to fill the vacant position of Mealsite Manager #7 at the Bolton Mealsite and Item 3 was a referral from the Health Services Committee, Westmount Health Facility, to fill the vacant position of Leisure Time Activity Aide #1. Mr. Conover noted that because there was a hiring freeze in effect, these items were being presented for reporting purposes only.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried by majority vote to table Items 2 and 3, with Mr. Strainer voting in opposition.

Mr. Conover announced that Items 4A and 4B consisted of referrals from the Public Safety Committee, Sheriff's Office. Item 4A, he said, was a request to fill the vacant position of Undersheriff, Annual Salary of \$87,178, due to retirement. He advised this was a non-Union position which was not mandated and received no State or Federal reimbursements and he indicated that the filling of the position would cause no impact to the County budget. Mr. Dusek noted that no new employees would be hired in connection with this request and he said Bud York, Sheriff, was simply seeking authorization to appoint a new Undersheriff due to retirement.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request to fill the vacant position of Undersheriff and the necessary resolution was authorized for the November 16th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Continuing to Item 4B, Mr. Conover presented a request to fill the vacant position of Major, Annual Salary of \$84,500, due to promotion. Mr. Dusek advised that the current Major was being promoted to the position of Undersheriff and that the current Lieutenant would be promoted to the Major position; he advised that the Lieutenant position would remain vacant and Sheriff York confirmed this was a correct assessment.

Motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to approve the request to fill the vacant position of Major and the necessary resolution was authorized for the November 16th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position Form is on file with the minutes.*

Concluding the agenda review, the Pending Items section was reviewed as follows:

1. With reference to the filling of the vacant Director of Nursing position at the Westmount Health Facility, Mr. Dusek advised that an appropriate candidate had yet to be identified for the position. He said that contracted services continued to be utilized while the position was being advertised.
2. Mr. Dusek said this item consisted of a running listing of tabled requests to fill vacant positions; he added that the list was being maintained for informational purposes only and required no Committee action at this time.

Returning to the first Pending Item regarding the vacant Director of Nursing position at the Westmount Health Facility, Mr. Taylor noted that the position had been vacant for some time and regardless of the resumes a viable

candidate had not been determined, and he pointed out the high costs associated with contracted Director of Nursing services which were approaching \$5,000 per week. Mr. Taylor then questioned whether the requirements for the position might be too stringent and unrealistic, causing an inability to find someone to fill the position and he asked if more oversight in the interviewing process might be necessary. Mr. Dusek responded that up to this point, the Administrator of the Westmount Health Facility had been responsible for reviewing and interviewing candidates for the position, but said that if the Committee desired that he do so, he would develop a plan to revise the candidate review process to allow oversight from alternate parties. Mr. Sokol agreed that cost for the contracted Director of Nursing services was high, but noted that the estimated \$5,000 per week covered not only salary costs, but expenses for travel, as well. Mr. Dusek apprised that an RFP (request for proposal) had previously been released to seek out consultant services to assist with the development of a second RFP for the operation, expansion and/or privatization of the Westmount Health Facility. He said he hoped to make a recommendation on an award for consulting services prior to the November 16th Board meeting and felt that the firm he hoped to contract with would bring a tremendous amount of assistance in the hiring process for the Director of Nursing. In light of the information provided by Mr. Dusek, the Committee agreed that they should refrain from taking any action with respect to changes to the review process for the Director of Nursing position until after the matter was discussed with the consultant Mr. Dusek had eluded to.

There being no further business to come before the Committee, on motion made by Mr. Dickinson and seconded by Mr. Mason, Mr. Conover adjourned the meeting at 9:13 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board